



# LANSDOWNE HOTEL

*Family Owned Since 1912*



## *Conferences & Meetings* *2022*

<b>Day Delegate Package</b>	<b>24 Hour Delegate Package</b>
<p>Use of a Private Meeting Room with a minimum of 10 delegates and includes the following:</p> <p>Equipment – screen, projector, speaker, flipchart and pens</p> <p>Arrival Tea, Coffee and Danish Pastries.</p> <p>Mid-morning Break with Tea, Coffee and Biscuits.</p> <p>2 Course Chef's Choice Hot Fork Buffet Lunch OR Working Lunch of Sandwiches. Chips and Cake</p> <p>Afternoon Break with Tea, Coffee and a Slice of Cake</p> <p style="text-align: center;"><b>From £30.00 per person</b></p>	<p>Use of a Private Meeting Room with a minimum of 10 delegates</p> <p>Includes day delegate package with the addition of:</p> <p>2 Course Dinner (3rd course and coffee available at a supplement)</p> <p>Double Room for sole occupancy and Full English breakfast</p> <p style="text-align: center;"><b>From £149.00 per person</b></p>

## Room Hire

	<b>Half</b>	<b>Full</b>		<b>Half</b>	<b>Full</b>
Lawns Room (ground floor)	£275	£400	Berwick Room (lower ground floor)	£90	£150
Martello Room (ground floor)	£175	£350	Glynde Room (lower ground floor)	£90	£150
Alfriston Room (lower ground floor)	£150	£275	Jevington Room (lower ground floor)	£150	£250

Refreshments and Equipment available on request

All rooms have free WIFI

## To Book

Please contact a member of our Events Team who will be happy to hold the date and send you your booking form with terms and conditions, which needs to be signed and returned to the hotel to secure your booking.

## Payment

Package prices are based on a minimum of 10 guests.  
To secure your booking a deposit of 20% will be required on booking and your final balance is to be settled 7 days prior to your event date.

## Cancellation

Should you need to cancel your event, the following charges will apply:

Over 3 months' notice of cancellation: Loss of deposit

From 3 to 1 months' notice of cancellation: 50%

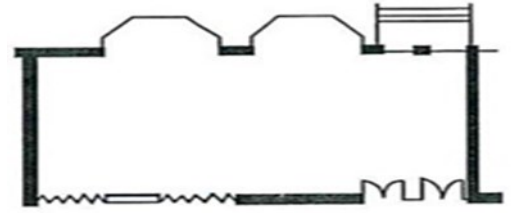
From 30 to 14 days' notice of cancellation: 75%

Less than 14 days notice of cancellation: 100%

# Room Specifications

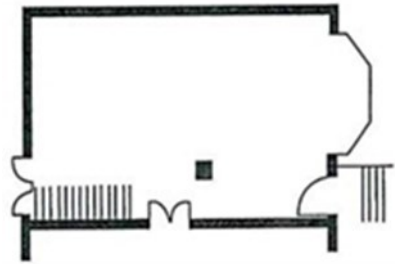
## THE LAWNS ROOM

Theatre style	70 – 100 no equip. armless chairs, no drinks food station.
Boardroom style	36– 40 no equip. or drinks food station.
U Shape with tables & Chairs	32 – 40 no equip. or drinks food station.
Horseshoe (Chairs Only)	48 – 56 no equip. or drinks food station.
Classroom style	30
Cabaret style	42 – 6 x 5ft rounds 7 on each slightly cramped.
Length	15.44 metres
Width	5.50 metres
Height	3.42 metres



## THE MARTELLO ROOM

Theatre style	40 – 55 no equip. armless chairs, no drinks food station.
Boardroom style	26 – 30 no equip. or drinks food station.
U Shape with tables & Chairs	26 – 30 no equip. or drinks food station.
Horseshoe (Chairs Only)	32 – 38 no equip. or drinks food station.
Classroom style	25
Cabaret style	28 – 6 x 5ft rounds 7 on each slightly cramped.
Length	10.20 metres
Width	6.14 metres
Height	3.47 metres



## THE ALFRISTON ROOM

Theatre style	60 – 70 no equip. armless chairs, no drinks food station.
Boardroom style	32 – 38 no equip. armless chairs, no drinks food station.
U Shape with tables & Chairs	34 – 38 no equip. or drinks food station.
Horseshoe (Chairs Only)	36 – 42 no equip. or drinks food station.
Classroom style	30
Cabaret style	35 – 6 x 5ft rounds 7 on each slightly cramped.
Length	13.44 metres
Width	5.80 metres
Height	2.41 metres



## THE BERWICK ROOM

Theatre style	20
Boardroom style	14
U Shape with tables & Chairs	14
Horseshoe (Chairs Only)	16
Classroom style	10
Length	6.43 metres
Width	3.90 metres
Height	2.55 metres



## THE GLYNDE ROOM

Theatre style	18
Boardroom style	12
U Shape with tables & Chairs	12
Horseshoe (Chairs Only)	14
Classroom style	8
Length	5.56 metres
Width	3.80 metres
Height	2.55 metres





The Best Western Lansdowne Hotel are delighted to offer a range of Meeting and Event Rooms suitable for all occasions. All our meeting rooms have natural daylight, wheelchair access and complimentary Wi-Fi.

With well thought out Day Delegate Packages which include everything you need for a successful meeting. Our dedicated Events Team are on hand throughout the day for any extra support you may need.

Our Residential packages allow you to extend your meeting over multiple days whilst knowing your attendees will be well catered for with an evening meal, a restful nights sleep and breakfast the following morning.

**Speak to a member of our experienced team who are available to help plan your event, making it cost effective and as seamless as possible.**

Please contact us on:

01323 745 485

[events@lansdowne-hotel.co.uk](mailto:events@lansdowne-hotel.co.uk)

Website: [www.bw-lansdownehotel.co.uk](http://www.bw-lansdownehotel.co.uk)

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